

Question
Papers of
Computer
Fundamentals
and Office
Automation
course of B.C.A.
Programme of
C.C.S.U. Meerut

Namaste readers. How are you?

This PDF (Portable Document Format) format file contains question papers of external examinations of computer fundamentals and office automation course of first semester of B.C.A. programme of Chaudhary Charan Singh University (C.C.S.U.), Meerut (India) of the years 2017, 2019 and 2020.

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(201217)

Roll No.

B.C.A. - I Sem.

18001

B.C.A. Examination, Dec.-2017

Computer Fundamentals and Office

Automation

(BCA-103)

(New Course)

Time : Three Hours]

[Maximum Marks : 75

Note : Attempt questions from **all** Sections as per instruction.

Section : A

(Very Short Answer Questions)

Note : Attempt **all** the **five** questions. Each question carries 3 marks. Very short answer is required.

$3 \times 5 = 15$

P.T.O.

1. Write down the binary equivalent of the following:

(i) $(FA3)_{16}$

(ii) $(777)_8$

(iii) $(1020)_{10}$

2. Write down the answers for the following:

(i) $(11010)_2 = (?)_{10}$

(ii) $(11111)_{16} = (?)_2$

(iii) $(11111)_2 = (?)_{16}$

3. What are Super Computers?

4. What are Batch Files in DOS?

5. Explain three most significant features of a word processor.

Section : B

(Short Answer Questions)

Note : Give short answers to any **two** questions out of the given **three** questions. Each question carries $7\frac{1}{2}$ marks. $7\frac{1}{2} \times 2 = 15$

6. How is data organized in files and directories?

1800112

7. What is an algorithm? Write down the algorithm for finding out whether a number is odd or even. $7\frac{1}{2}$

8. Explain the importance features of desktop in reference to MS Windows. $7\frac{1}{2}$

Section : C

(Detailed Answer Questions)

Note : Give answers to any **three** of the following **five** questions in detail. Each question carries 15 marks. $15 \times 3 = 45$

9. Discuss various types of primary and secondary memories. 15

10. (a) Draw a flowchart to print first 10 odd numbers. $7\frac{1}{2}$

(b) What are batch files in DOS? How is a batch file created? Explain with the help of an example. $7\frac{1}{2}$

1800113

P.T.O.

11. (a) What is a control panel? Explain its various features. 7½

(b) What is the role of a task bar? What are its features? Explain. 7½

12. Explain various features of MS-Word. Write down the steps involved in each of the following: 5

(a) Creating a table and filling it with data. 5

(b) Checking the spellings of the text entered. 5

13. (a) What are the main features of MS-Excel? 5

(b) Discuss the role of formulas in MS-Excel? 5

(c) Explain the three types of addressing modes available in MS-Excel. 5

(21119)

Roll No.:

B.C.A.-I Sem.

18001**B.C.A. Examination, November-2019****COMPUTER FUNDAMENTAL AND****OFFICE AUTOMATION****(BCA-103)***Time : Three Hours]**[Maximum Marks : 75*

Note : Attempt questions from **all** sections as per instructions.

Section-A**(Very Short Answer Questions)**

Note : Attempt all the **five** questions. Each question carries 3 marks. Very short answer is required.

 $5 \times 3 = 15$

1. Convert the following :

(a) $(101101)_2 = (?)_{10}$

(b) $(321)_{10} = (?)_{16}$

(c) $(B23)_{16} = (?)_{10}$

18001

[P.T.O.]

2. Write the full form of the abbreviation given below.

(a) PROM

(b) EPROM

(c) HDD

3. Write any three types of word processing software.

4. Give the syntax of any three command in MS-EXCEL.

5. Draw a well labelled block diagram of computer system.

Section-B**(Short Answer Questions)**

Note : Give short answer to any **two** questions out of the given three questions. Each question carries $7\frac{1}{2}$ marks. $2 \times 7\frac{1}{2} = 15$

6. Discuss data and information with an example.

7. Discuss the features of MS-POWERPOINT.

8. Define Desktop Publishing and also mention its features.

18001

Section-C**(Detailed Answer Questions)**

Note : Give answer of any *three* of the following five questions in detail. Each question carries 15 marks. $3 \times 15 = 45$

9. Define Operating Systems and also discuss the services provided by the operating system.
10. Define algorithm and flowchart and write an algorithm and flowchart to find the given no. is positive or not.
11. State difference between :
 - (i) LCD and Plasma
 - (ii) Scanner and Plotter
12. Discuss the conversion of number system from
 - (i) Binary to Decimal
 - (ii) Decimal to Octal.
13. Write some command in MS-EXCEL and also discuss its applications.



D

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(20321)

Roll No.

B.C.A.-I Sem.

18001

B.C.A. Examination, Dec.-2020

Computer Fundamentals and

Office Automation

(BCA-103)

Time : Three Hours]

[Maximum Marks : 75

Note : Attempt questions from **all** sections
as per instructions.

Section-A

(Very Short Answer Questions)

Note : Attempt **all** the **five** questions. Each
question carries 3 marks. Very short
answer is required. $3 \times 5 = 15$

1. Convert the following Nos:

(a) $(F28)_{16} = (?)_{10}$

P.T.O.

(b) $(61.3)_{10} = (?)_2$

(c) $(A92H)_{16} = (?)_8$

2. State difference between primary and secondary memory.
3. What are Batch Files in DOS?
4. Write various types of O.S.?
5. State difference between Input and Output device?

Section-B

(Short Answer Questions)

Note : Give short answers to any **two** questions out of the given three questions. Each question carries $7\frac{1}{2}$ marks.

$$7\frac{1}{2} \times 2 = 15$$

6. What is Computer? Explain its characteristics.
7. What do you mean by computer languages? Explain Compiler, Interpreter.

8. What is flow chart? Explain Flow Chart symbols.

Section-C

(Detailed Answer Questions)

Note : Give answer to any **three** of the following five questions in detail. Each question carries 15 marks. $15 \times 3 = 45$

9. Write features, usage of MS-EXCEL? and explain various types of charts in MS Excel.
10. Write short notes on:
- (i) Notepad
 - (ii) Status bar
 - (iii) Window Application
 - (iv) Task bar
 - (v) Desktop
11. Write an Algorithm & Flowchart to find the greatest among three Nos.

12. Explain block diagram of Computer in detail. Also explain types of computers.

13. (i) What is an Assembly language?

Explain its advantages and disadvantages over Machine level language.

(ii) Write features of DOS operating system.